



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY  
DEFENSE LANGUAGE INSTITUTE FOREIGN  
LANGUAGE CENTER  
AND PRESIDIO OF MONTEREY  
MONTEREY, CA 93944-5006**

ATZP-CDR (600-20)

12 April 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy on Improper Relationships

**1. References:**

- a. Memorandum from Secretary of Defense, Subject: Ensuring the Good Order and Discipline Required for Effective Military Forces, 29 July 1998.
- b. Army Regulation 600-20, Army Command Policy, 15 July 1999.
- c. Air Force Instruction 36-2909, Professional and Unprofessional Relationships, 1 May 1999.
- d. Navy Directive OPNAV 5370.2B, Navy Fraternalization Policy, 27 May 1999.
- e. Marine Corps Manual, Section B, Management, 100. Military Leadership, 13 May 1996.
- f. TRADOC Regulation 350-6, Enlisted Initial Entry Training (IET) Policies and Administration, 3 July 2001.

**2. Purpose.** The Defense Language Institute Foreign Language Center and Presidio of Monterey (DLIFLC & POM) requires good order and discipline of all Department of Defense (DoD) employees to function effectively as a military organization. To accomplish the Institute's language training mission, all employees must provide a professional military environment free from improper relationships that compromise the supervisory authority of the chain of command or the student-teacher relationship.

**3. Applicability.** This policy applies to all military and civilian employees of the United States Federal government assigned or attached for permanent or temporary duty with the DLIFLC & POM. No Army subordinate commander assigned or attached to the DLIFLC & POM may supplement this policy without express written approval from the undersigned. This policy supplements, and does not replace, applicable Service regulations. Other Service commanders may publish more stringent guidelines for their respective Service units than those contained in this policy. This policy is punitive in nature. Offenders of this policy may be subject to criminal, disciplinary, or administrative action. All alleged violations of this policy by military personnel shall be referred to the unit commander for disposition.

**4. Definitions.**

a. **Initial Entry Training (IET) Student.** Any soldier who has not completed Phase V+, IAW with reference f. above, Appendix C-4, is an IET Student. Any airman in Initial Technical Training status who has not been awarded the 3-Skill-Level Air Force Specialty Code is included in the definition of an IET Student for the purposes of this Policy.

b. **Careerist Student.** Any non-IET Soldier, Airman, Sailor, Marine, or civilian assigned to a DLIFLC Language School as a student.

c. **Permanent Party Personnel.** All military employees, civilian employees and contractor personnel assigned or attached for permanent or temporary duty (other than students) to the DLIFLC & POM with a place of duty not in a language school, Evaluation and Standardization, Curriculum Development, or Faculty and Staff Development.

d. **School Civilian Faculty and Staff.** All civilian employees and contractor personnel assigned or attached for permanent or temporary duty (other than students) to the DLIFLC & POM with a place of duty in a language school, Evaluation and Standardization, Curriculum Development, or Faculty and Staff Development.

e. **School Military Staff.** All military employees assigned or attached for permanent or temporary duty (other than students) with the DLIFLC & POM with a place of duty in a language school.

f. **Improper Relationships.** Improper relationships are interactions between individuals which are not necessary to the performance of their official duties or which interfere, tend to interfere, or could reasonably be perceived to interfere with those duties.

(1) Examples of improper relationships include, but are not limited to: dating; sharing living accommodations; drinking alcoholic beverages; dancing; gambling; borrowing or loaning money; engaging in business ventures or on-going commercial transactions; performing personal services; employment; and engaging in sexual activities. The specified groups of individuals who may not engage in these types of activities are listed in paragraph 5.b. below.

(2) Examples of relationships not normally considered improper include interactions between individuals at officially sanctioned activities related to unit cohesion, esprit de corps, and team building; organizational activities; group study activities; individual tutoring within the bounds of the Presidio of Monterey; unit-sponsored events; intramural sports; community welfare projects; youth programs; and religious activities.

## 5. Prohibited Relationships.

a. **General Prohibition.** Military Personnel at DLIFLC & POM will not engage in any relationship that:

(1) compromises, undermines, or appears to compromise or undermine, the integrity of the supervisory authority of the chain of command or of the Student-School Staff relationship;

(2) causes actual or perceived partiality or unfairness or results in actual or apparent preferential treatment;

(3) involves, or appears to involve, the improper use of rank or position for personal gain or calls into question the superior's objectivity;

(4) is, or is perceived to be, exploitative or coercive in nature; or,

(5) creates an actual or clearly predictable adverse impact on good order, discipline, authority, morale, or the ability of the command to accomplish its mission.

**b. Specific Prohibitions.**

(1) **IET Students will not have improper relationships, as defined in 4.f. above, with:**

- (a) Any School Military or Civilian Faculty and Staff;
- (b) Any Officer;
- (c) Any Careerist Enlisted Student in the grade of E-4 or above;
- (d) Any Civilian Student; or,
- (e) Any Permanent Party.

(2) **Careerist Enlisted Students will not have improper relationships, as defined in 4.f. above, with:**

- (a) Any School Civilian Faculty and Staff;
- (b) Any School Military Staff from a School where the Careerist Enlisted Student is assigned;
- (c) Any School Military Staff from a School teaching the same language(s) as the School where the Careerist Enlisted Student is assigned;
- (d) Any Officer; or,
- (e) Any Enlisted member who is in the supervisory chain of the Careerist Enlisted Student.
- (f) Any IET Student, if the Careerist Enlisted Student is in the grade of E-4 or above.

(3) **Officer Students will not have improper relationships, as defined in 4.f. above, with:**

- (a) Any School Military or Civilian Faculty and Staff from a School where the Officer Student is assigned;
- (b) Any School Military or Civilian Faculty and Staff from a School teaching the same language(s) as the School where the Officer Student is assigned;
- (c) Any Officer who is in the supervisory chain of the Officer Student; or,
- (d) Any Enlisted member (IET, Careerist and Staff).

(4) **Enlisted Permanent Party Personnel will not have improper relationships, as defined in 4.f. above, with:**

- (a) Any Military or Civilian employee who is in the supervisory chain of the Enlisted Staff member;
- (b) Any Officer; or,
- (c) Any IET Student.

(5) **Officer Permanent Party Personnel will not have improper relationships, as defined in 4.f. above with:**

- (a) Any Officer or Civilian Faculty and Staff member who is in the supervisory chain of the Officer Staff member; or,
- (b) Any Enlisted member (IET Student, Careerist Student, School Staff or Permanent Party).

(6) Civilian Permanent Party will not have improper relationships, as defined in 4.f. above.

- (a) Any IET Student; or,
- (b) Any Military or Civilian Staff member who is in the supervisory chain of the Civilian Permanent Party member.

(7) School Civilian Faculty and Staff will not have improper relationships, as defined in 4f. above, with:

- (a) Any Enlisted Student (careerist or IET);
- (b) Any Officer Student assigned to the School where the School Civilian Faculty and Staff employee works; or,
- (c) Any Officer Student assigned to a School teaching the same language(s) as the School where the School Civilian Faculty and Staff employee works;
- (d) Any Military or Civilian Faculty and Staff member who is in the supervisory chain of the School Civilian Faculty Staff member.

(8) Enlisted School Military Staff will not have improper relationships, as defined in 4f. above.

- (a) Any IET Student;
- (b) Any Officer;
- (c) Any Military or Civilian employee who is in the supervisory chain of the Enlisted School Military Staff;
- (d) Any Student assigned to the School where the Enlisted School Military Staff employee works; or,
- (e) Any Student assigned to a School teaching the same language(s) as the School where the Enlisted School Military Staff employee works;

(9) Officer School Military Staff will not have improper relationships, as defined in 4f. above.

- (a) Any Enlisted member (IET Student, Careerist Student, School Staff or Permanent Party);
- (b) Any Military or Civilian employee who is in the supervisory chain of the Officer School Military Staff;
- (c) Any Student assigned to the School where the Officer School Military Staff employee works; or,
- (d) Any Student assigned to a School teaching the same language(s) as the School where the Officer School Military Staff employee works;

(10) School Military or Civilian Faculty and Staff may demonstrate social customs unique to, or typical of, the society utilizing the target language, if approved by the School Dean. Such demonstrations must be part of the course of instruction and are limited to the classroom or officially sanctioned, extracurricular events outside of the classroom. All school-related extracurricular events must be approved by the School Dean and the entire class must be invited to participate. If less than 50% of the class plans to participate in an approved event, permission to continue that event must be obtained from

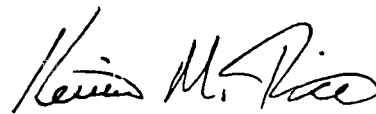
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the School Dean. Gifts between School Military or Civilian Faculty and Staff and Students are limited to equitable exchanges of food and non-alcoholic drinks involved in an officially sanctioned event.

6. In the event a person assigned to or employed by DLIFLC & POM is uncertain as to whether an interaction would constitute a prohibited relationship, or believes extraordinary circumstances exist that justify an exception to this policy, the matter should be brought to the attention of the appropriate superior. For a military member, the appropriate superior is the unit or company commander or higher command authority, but the appropriate School Dean must be coordinated with if the military member is either a student or a staff member assigned to a School. For School Civilian Faculty and Staff, the appropriate superior is the School Dean. For Permanent Party Personnel, the appropriate superior is the Directorate Head. For Civilian Students, the appropriate superior is the comparable superior. The superiors of both parties involved should make an initial determination of whether the interaction is prohibited and, if so, whether the circumstances merit a request for an exception to policy. The initial determination/recommendation(s) of the superiors will be forwarded to the Commandant, or the Commandant's designee, for action.

7. **Responsibility.** All personnel share the responsibility for maintaining professional relationships. However, in any relationship between different grades or ranks, the senior member is generally in the best position to terminate or limit the extent of the relationship. Similarly, all persons assigned to or employed by DLIFLC & POM share responsibility for maintaining proper relationships, but School Military and Civilian Faculty and Staff and Permanent Party Personnel have a special duty in this regard due to their leadership role in the classroom and on the installation. Nevertheless, all members may be held accountable for relationships that violate the law, military regulations, or this policy.



KEVIN M. RICE  
COL, IN  
Commanding

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